



EMPLOYMENT OPPORTUNITY
Admin Support Specialist
(Full-time)

DATE OPENED: July 23, 2015 CLOSING DATE: August 5, 2015, 5pm

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| POSITION TITLE: | ADMIN SUPPORT SPECIALIST |
| DEPARTMENT: | FINANCE |
| REPORTS TO: | FINANCE DIRECTOR |
| PAY RANGE: | \$18.94- \$24.14 hourly+ benefits |

GENERAL PURPOSE

This position provides administrative and clerical support to various departments within the City. The person occupying this position must be able to relieve the Leadership Team Members and other City staff of routine administrative duties. This person will draft correspondence for various departments, using proper formatting, grammar, spelling, and punctuation. The Admin Support Specialist will have advanced skill in creating promotional materials such as flyers for events; using programs such as Microsoft Publisher or Adobe. The position is responsible for the timely production of a variety of projects as assigned. The work requires considerable familiarity with organizational operations, analysis, procedures, and public relations. The person in this position must provide excellent customer service to internal and external customers. This position will maintain the City's website and social media sites. Work must be executed with professionalism, minimum supervision, and the exercise of independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Performs a variety of administrative and clerical functions within an assigned area including record keeping, typing, file maintenance, and answering phones.
- 2) Maintain and update specialized and accurate records and files pertaining to the area of assignment; research records for various information as requested; copy, scan, and distribute documents, records, or files as requested.
- 3) Type, proofread, and process a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction and disseminate information as appropriate.

- 4) Receives and responds to questions, inquiries, and requests from the general public; provides information on assigned area; relays messages and refers callers to appropriate City staff for further assistance as needed.
- 5) Serves as front counter receptionist; processes payments, accepts applications, forms and other items as assigned.
- 6) Responds quickly and appropriately to citizen and employee requests for services, questions, and complaints. Provides excellent customer service in all interactions.
- 7) Prepares various agendas and documents for meetings; type, copy, collate and bind documents; transcribe minutes from meetings as assigned.
- 8) Maintains inventory of forms, office supplies, and other general supplies for assigned department; order and store supplies as needed.
- 9) Processes request for all website and social media changes or additions as needed.
- 10) Assists in telephone system set-up and troubleshooting.
- 11) Provides assistance in a variety of special projects as assigned.
- 12) Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED with specialized course work in general office practices such as typing, filing, records management, office procedures, AND one year clerical experience, OR an equivalent combination of education and experience or training that, in the opinion of the City, would provide the level of knowledge and abilities required.

Knowledge, Abilities, and Skills:

- Advanced skill in drafting correspondence with considerable knowledge grammar, spelling and punctuation.
- Ability to prepare engaging and informative promotional materials with proper formatting.
- Knowledge of modern office procedures, methods, and computer equipment.
- Knowledge of basic principles and procedures of filing and record keeping.
- Knowledge of methods and techniques of proper phone and email etiquette.
- Ability to accurately enter both alpha and numeric data on a keyboard.
- Ability to prepare and maintain complex reports, records, and files.
- Ability to exhibit good judgment in making decisions in accordance with regulations, rules, policies, laws and ordinances.
- Ability to communicate effectively and work collectively with other employees, other agencies, and the general public.
- Ability to keep calm in an emergency situation.

- Ability to understand and follow complex verbal and written instructions.
- Ability to perform work requiring good hearing, good diction, and a clear voice.
- Skill in the operation of a computer keyboard and other standard office equipment.
- Physical ability sufficient to perform the essential functions of the position.

REQUIREMENTS

- Verification of identity to work in the United States as required by the Immigration Reform and Control Act
- Must be at least 18 years of age.
- Must be able to possess or obtain by the time of hire a valid Washington State drivers license or identification card.
- Applicants must successfully pass pre-employment background check.

TOOLS AND EQUIPMENT USED

Personal computer using accounting software (i.e. Springbrook Finance Software), Microsoft Office software including MS Word, Excel, Publisher, PowerPoint, and other software used in office setting, 10-key calculator, phone, copy machine, scanner, facsimile machine, and document binders.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is required to stand; sit; use hands to finger; handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERPRETATION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee. The job description is subject to change by the employer as the needs of the

employer and requirements of the job change, provided that the employer has bargained the changes with any appropriate union pursuant to RCW 41.56 et seq.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED

None.

HOW TO APPLY:

Applicants must submit a detailed personal resume, supplemental questionnaire, and city application to the Human Resources Department. Application materials may be downloaded from the city website at www.dupontwa.gov or requested at DuPont City Hall, Attention HR, 1700 Civic Drive, DuPont, WA 98327.

CLOSING DATE:

Completed applications must be received by **August 5, 2015, 5:00 pm.** No postmarks accepted.

Questions?

Contact City Hall at 253-964-8121